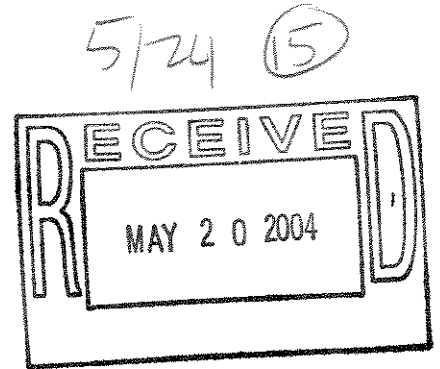


Conant

15 Reeve St.
Acton, MA 01720
May 19, 2004



Chairman, Bd. Of Selectmen
Town of Acton, Massachusetts
472 Main St.
Acton, MA 01720

Dear Mr. Hunter,

As a trustee of the North Acton Woods Condominium Association, I am writing to ask for special permission to put up an awning for our upcoming neighborhood picnic. We would like to put up a 20'X30" awning, rented from Taylor Rental in Chelmsford, from 9:00 a.m. until 6:00 p.m. on Saturday, June 12.

The location we would like to use is the grassy area at the end of Alexandra Way (that is, the roundabout or cul-de-sac area.) I was told by the Building Dept. that they are unable to issue a permit for this location because it is now part of a public way. I was advised to make this request in writing for your consideration at the May 24 meeting of the Board of Selectmen.

In addition to placing an awning on the roundabout, we would like to place cones or saw horses at the entrance to the roundabout to prevent traffic for a three-hour period, from 12:00 noon until 3:00 p.m.

We are expecting around 50-60 neighbors at this annual event, many of whom will be small children. We will be serving food and non-alcoholic beverages. If you have any questions regarding other details, please feel free to call me at 978-635-9814. Thank you very much for your consideration of this request.

Sincerely,

Kathleen Richard

Kathleen Richard
Secretary, North Acton Woods
Condominium Association